

WICS Caseload Assignment

Overview:

The WICS header for a person(s) in our care (PIOC) contains an icon **in the upper right hand side that looks like a small blue folder** titled **Caseload**. Clicking on this icon displays the PIOC assigned social worker and agent. It is imperative that the name of the assigned social worker be kept current relative to successful management of the PIOC. This information is utilized to identify a PIOC assigned social worker in order to direct calls and correspondence, monitor staff caseloads, electronically sort and/or notify for a variety of business processes; examples being classification recall lists, Parole Commission and BOCM email notices.

Social Worker / Treatment Specialist Responsibilities:

Staff at your site shall enter the name of the assigned social worker / treatment specialists into WICS within 2 working days of the PIOC:

1. Admission to your facility, or,
2. Following a change of social worker /treatment specialist assignment within your facility.

Note: MSDF and DCI only are exempt from naming a social worker while a PIOC is in Intake and Reception status.

This entry is done via the **Inmate Case Notes** module (ICCS010A/B) in WICS.

References/Resources:

My DOC Home Page>About DOC>Manuals>WICS Manuals>Social Worker>01 Assign Social Worker to Inmates.